



Commission on Forensic Science
Standards and Certifications Advisory Committee (SAC)

Minutes - FINAL

February 11th, 2019

12:57 PM – 1:52 PM

Immediately following the Commission on Forensic Science's Meeting
200 S. Adams Street, Wilmington DE

Attending Committee Members:

Jamie Armstrong, CODIS Administrator, DFS

Johna Esposito, Quality Assurance Manager, DFS

Major Daniel K. Meadows, Delaware State Police, Special Operations

Melissa Newell, Laboratory Manager II in FCI, DFS (sitting in for Ashley Wang)

Absent Committee Members:

Lynda Kopishke, Retired Forensic Nurse with ODS

Ashley Wang, Laboratory Manager I in FCU, DFS

Julia Vekasy, Chief Forensic Investigator, DFS

Agenda:

1. Welcome, Call to Order – Johna Esposito
2. Review and Approval of Minutes from November 5th, 2018 – Yes, approved.
3. Welcome Major Meadows!
4. Discussion resulting from further discussion of SAC report at today's (02/11/19) Commission Meeting.
 - a. R.L. suggested that the commission commit to some action items regarding the SAC's 2018 Report
 - i. Draft a letter to Director Jackson of OMB as well as the Director of Human Resources advocating for a tiered career ladder.
 - ii. Advocate to the general assembly
 - b. Sec. Coupe confirmed that the SAC's 2018 Report was forwarded to the Department of Human Resources because the DHR is working on a comprehensive salary review, although no feedback from that.
 - c. What else can the commission be doing to further the agenda of the SAC report?
 - i. **All SAC Committee Members** should be thinking about this so that we can offer additional suggestions in the future. What else can the Commission do to help support

the effort to increase salaries and build a career ladder to attract and maintain the most well-qualified candidates to technical positions at the DFS?

- d. Johna reported that we are working on the addendum, consisting of career ladder examples for all technical positions, and plan to have it to the Commission by the next meeting.
- e. Much Discussion of the Career Ladder/Addendum:
 - i. Potentially talk to HR about the career ladders. – Johna will find out if it is appropriate to have an HR professional review and weigh in on the Addendum's proposal.
 - ii. Some ideas for Changes
 - 1. Simplify by removing all the new position names.
 - 2. Maybe rework to add paragraph with org chart regarding new position names
 - 3. Make all the analyst level (if not all managerial level) be one job title?
 - 4. Add suggestions from Amrita re. requirements for DNA analysts/managers
 - 5. Pare down the section on Toxicology and make it more generic or as an example. Alternatively, perhaps cut it out all together or add in more information regarding the other units so it isn't as lopsided.
 - 6. Still need to incorporate the MEU side of things, some questions for Julia.

5. Forensics at Other State Organizations

- a. What data do we want to gather and for what purpose?
 - i. List of other forensic organizations – Major Meadows will start getting a list together. Suggested we may be able to schedule a time for the committee to visit.
 - ii. Accreditation/certification status; best practices
 - iii. Number of employees/space requirements – for Strategic Planning Committee/space needs for new building

6. Next Meeting – Immediately following the April 8th Commission Meeting

7. Adjourn